

Tobacco Region Revitalization Commission

Applicant Portal – Grant Reporting

Follow this link to the [Applicant Portal](#)

Previous Users:

- Enter e-mail address and password
- If this is your first time access the NEW system, but you have a password for the old system, please enter your e-mail address and select the Forgot Password option.
- The system will provide a popup window and request your e-mail address again – please provide and submit.
- A temporary password will be sent to your e-mail address.
- Once the temporary password has been received go back to the login screen and use the provided password to access the portal. (if you cut/paste DO NOT include the period at the end of the sentence)
- The first screen will request a password re-set: the “Old password” is the one the system just sent you – “New Password” can be anything you choose with at least six (6) characters.

New Users:

- If your organization used the Commission's prior online application system, but you are a new user, please request a login from your organization's contact or request a login from us at info@tic.virginia.gov

Once you have accessed the portal – you will see the following screen:

The screenshot shows the Virginia Tobacco Commission Applicant Portal. The top navigation bar includes links for Home, Funding Opportunities, Applications, Grants, and Organization Profile. The main content area is divided into three sections: Welcome, Award Documents Due, and Grant Reports Due.

Welcome

Welcome! If you have used our online application system previously, you may notice a few changes – we've been under construction and hope you will find our new Applicant Portal more user friendly.

If you have any questions, please contact us at info@tic.virginia.gov

By clicking one of the tabs above, you may submit required reports for your Tobacco Commission grants, begin and submit a new proposal, edit a draft or pending proposal, or view your awarded grant history.

To get started: Please take a moment to update your Organization Profile using the tab above. No need to re-enter basic details with every application - you'll keep your contact information up-to-date in just one place.

Award Documents Due

Grant #	Project Title	What	Scheduled/Due On	Status
3122	SmartSimple testing application	Award Documents - Grant Agreement	03/08/2016	Pending Grantee Review

Grant Reports Due

Grant #	Project Title	What	Scheduled/Due On	Status
3122	SmartSimple testing application	Reporting - Final Report	02/11/2016	Scheduled
3122	SmartSimple testing application	Reporting - Interim Report	02/18/2016	Scheduled
3122	SmartSimple testing application	Reporting - Interim Report	03/01/2017	Scheduled
3122	SmartSimple testing application	Reporting - Final Report	03/01/2019	Scheduled

The second section titled **Grant Reports Due** provides a quick view of all open reporting with the corresponding **Scheduled/Due Date**. Reporting that was previously submitted will not appear in this section. The required fillable reporting form is now available as a download attached to each reporting requirement.

If you would like to review the original application before you start the report, please select the appropriate grant number and then the **Options** tab in the upper left corner of the next screen. Select **View Grant** and the original grant will appear in its entirety. Select the tabs in the middle of the page to view each individual section.

SmartSimple Login x Yahoo Search - Wei x SmartSimple - Smart x

https://vtc.smartsimple.com/face/ax_index.jsp?lang=1

Apps MSN.com Virginia Credit Un My Verizon | Log SmartSimple Log SmartWiki Virginia State Em Annual Rept - Co LimeService - The Hermitage Tech Learning Visual iRecruitment Vis

My Profile Change Password Suzette Patterson

VIRGINIA TOBACCO COMMISSION Submission Manager - Grant

Home Funding Opportunities Applications Grants Organization Profile

SmartSimple testing Org: SmartSimple testing application (Grant # 3122)

Grant for \$1.00 approved on 3/1/2016. Current Status: Active

Printer Friendly Application - No Attachments

Printer Friendly Application - Incl Attachments

Additional Supporting Documents

Upload additional supporting documents requested by Commission Staff during the review process here.

Organization and Contact Information Project Information Project Description Results & Accountability Matrix Financial Information Next Steps & Certification

Contact Instructions

In the boxes below, please select the:

- Organization Signatory - The Chief Elected or Administrative Official (This is the person who has the authority to sign any resulting grant agreements and bears the ultimate responsibility for the project);
- Programmatic Contact - The Project Leader (This is the person who has day to day responsibility for the project and should be contacted by Tobacco Commission staff with any questions related to the project); and
- Fiscal Contact - If applicable, this is the person we should contact in regards to payments and fiscal management of the project.

If you do not see the contact listed in the box, add the contact in your organization profile or enter the contact's name, title and e-mail address in the boxes below.

Organization: [SmartSimple testing Org](#)

Programmatic Contact: [Suzette Patterson](#)

Alternate Programmatic Contact

If a person outside of your organization is the programmatic contact, enter the name, e-mail address and title here.

Organization Signatory: [test vthvth](#)

Alternate Organization Signatory

If a person outside of your organization is the organization signatory, enter the name, e-mail address and title here.

Fiscal Contact: Test

Alternate Fiscal Contact

Notes

9:47 AM 3/18/2016

Once you have reviewed the original application, click the HOME tab in the upper left corner and return to the original view.

Submitting a Report:

Click on the Grant number under the **Grants Reports Due** section.

Select **Draft Report** button

The following screen will appear:

The screenshot shows a web browser window with the URL https://vtc.smartsimple.com/iface/ex/ax_index.jsp?lang=1. The page header includes the Virginia Tobacco Commission logo and the text "Submission Manager - Activity". The navigation bar contains links for Home, Funding Opportunities, Applications, Grants, and Organization Profile. The main content area is titled "Email subject" and displays the following information:

SmartSimple testing Org: SmartSimple testing application (Grant # 3122)

Overview

Grant Summary

For your records, below is general information about your grant. No action is required for this section.

SmartSimple testing Org: SmartSimple testing application (Grant # 3122)

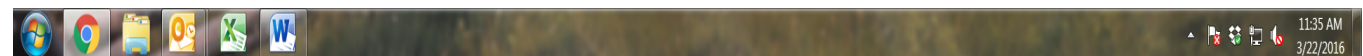
Grant for \$1.00 approved on 3/1/2016: Active

Project Term: 1/1/2015 - 1/1/2020 (60 Months)

[Click here](#) to download the Reporting Form.

After you have completed the report, please scan and upload a copy here.

Buttons: [Lookup...](#), [Save Draft](#), [Submit](#)



Select **Click Here to download the Reporting Form**.

A blank fillable form will be downloaded for you.

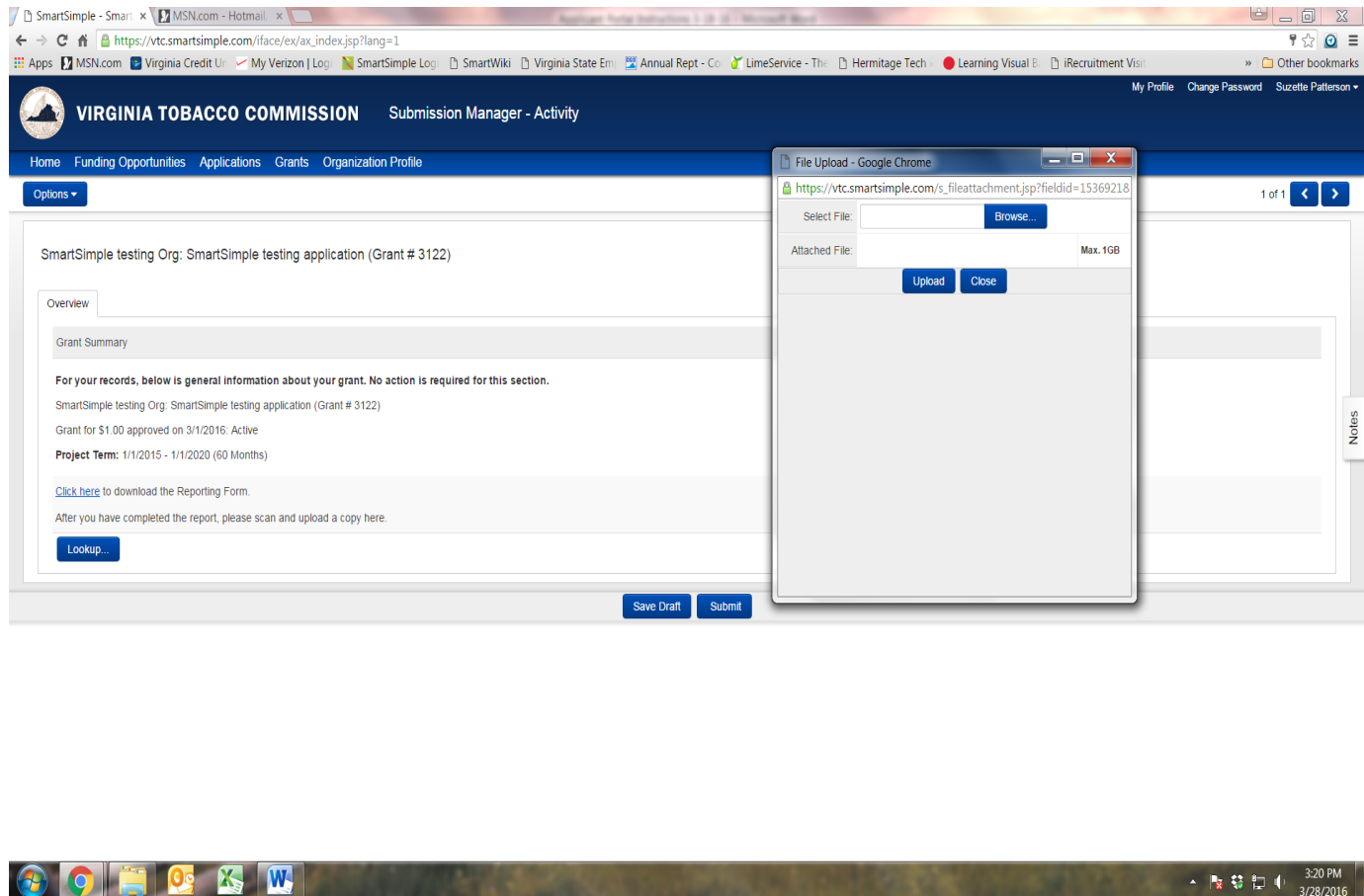
Complete the form and save in a .pdf format.

Choose the **Lookup** button from the report submission screen.

Select the **Browse** button from the pop-up box to locate the saved file.

Once the saved file has been selected choose the **Upload** button, once the file has been completely uploaded select the **Close** button.

Once you have been returned to the report submission page, please select the **Submit** Button to complete the process.



Once the report has been submitted the **Status** on the Homepage will change to **Submitted – Under Review**

The screenshot shows a web browser window with the URL https://vtc.smartsimple.com/iface/ex/ax_index.jsp?lang=1. The page header includes the Virginia Tobacco Commission logo and navigation links: Home, Funding Opportunities, Applications, Grants, and Organization Profile. A user profile dropdown shows 'My Profile', 'Change Password', and 'Suzette Patterson'.

The main content area has a 'Welcome' message and a 'Grant Reports Due' section. The 'Grant Reports Due' table lists a report for grant # 3122, titled 'SmartSimple testing application', with a due date of 03/28/2016. The status is 'Submitted - Under Review', which is circled in blue.

Grant #	Project Title	What	Scheduled/Due On	Status
3122	SmartSimple testing application	Reporting - Interim Report	03/28/2016	Submitted - Under Review

The Windows taskbar at the bottom shows the time as 3:22 PM on 3/28/2016.

If the report you are submitting is a Final Report please attach a copy to the final voucher request and forward to your respective grants administrator.